

Report For Week Ending 20 May 1958
From
Records Center

During the week the following accessions were made:

COMPT	43 Cu. Ft.
OCR	22 " "
ORR	2 " "
AUDIT	8 " "
OCI	4 " "
DD/S OFFICE	2 " "
OL	1 " "
COMMO	1 " "
Sub-Total:	<u>83 Cu. Ft.</u>
Finished Intelligence	54 " "
Total:	<u>137 Cu. Ft.</u>

Map Negatives	1,170 Cu. Ft.
Records Holdings	24,697 " "
Distribution Material Holdings	10,944 " "
Total:	<u>36,811 Cu. Ft.</u>

Distribution Material Disposed of at Center	26 Cu. Ft.
Distribution Material Transferred from Center	7 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	1,029 " "
Total:	<u>1,062 Cu. Ft.</u>

Accessioning
Tangible

- (1) Processed 30 cubic feet or 1,982 copies of NIS returned by USAF.
- (2) Accessioned 89 different reports and 5 new or revised administrative issuances.
- (3) Furnished 141 assembled containers to our customers.

Disposal
Tangible

25X1A13a

- (1) [REDACTED] 56 cubic feet of material and an additional 26 cubic feet were placed in the disposal area which now contains 416 cubic feet.

- (2) Arrangements were made to transfer 1,027 cubic feet of DD/P material back to Headquarters for disposal.

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	91	10,859	* 10,950
DD/P	2,794	5,936	8,730
DD/S	118	8,222	8,340
DD/S (Compt. Grilled Area)	57	423	480
DD/I	196	7,304	7,500
DD/I (Grilled Area)	791	2,989	3,780
DCI	23	37	60
Map Negatives	<u>379</u>	<u>1,211</u>	<u>1,590</u>
TOTAL:	4,449	36,981	**41,430

* 960 cubic feet of this area were removed to make room for the general storage and processing area.

** This total includes 1,170 cubic feet of emergency shelving that has been erected in the Center.

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